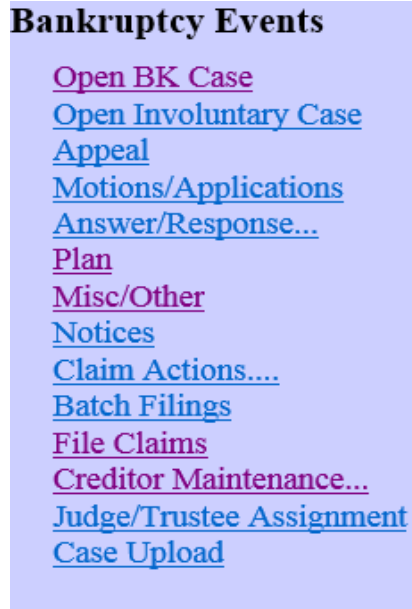

Application To Pay Filing Fees in Installments

This procedure explains how to docket an application to pay filing fees in installments using the electronic case filing system (ECF). Applications to pay filing fees in installments must be filed immediately after a new case is opened.

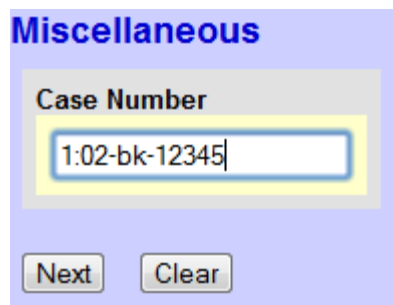
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select the **Motions/Applications** Category



Step 3 Check your case number and Click **Next**.

A screenshot of the 'Miscellaneous' form. The form has a light blue background. At the top is the title 'Miscellaneous' in bold blue text. Below the title is a grey box containing the text 'Case Number'. Underneath this is a text input field with a yellow border containing the text '1:02-bk-12345'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Note: If the system prompts that you have entered an invalid case number, click the browser **Back** button to try again.

Step 4 Select the **Pay Filing Fee in Installments** event and Click Next.

The screenshot shows the 'File a Motion' interface. At the top, it displays case information: '02-12345 Mark Siarvilrck and Joe Smoetmite', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Boston)', 'Assets: y', 'Judge: HJB', and 'Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL'. Below this is a search bar with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Underneath the search bar are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes: Leave to File, Leave to Appeal, Limit/Shorten Notice, Lis Pendens, Miscellaneous Motion, Modify, Objecting to Discharge, Pay, Pay Filing Fee in Installments (highlighted in blue), Preliminary Injunction, Protective Order, Quash, Reaffirmation, Real Estate Attachment, Reconsider, and Recusal. The 'Selected Events' list contains 'Pay Filing Fee in Installments'. At the bottom of the interface are 'Next' and 'Clear' buttons.

Note: There is a shortcut to scrolling. Try typing in a key word from your motion i.e., pay or installment that you are trying to file and the list will scroll to all events containing that key word. You can also use **Search** from the main menu.

- Click to highlight.
- Click **Next**.

Step 5 Click **Next** at the Joint Filing with other attorney(s) screen

Step 6 Select the party you are filing this document for and click **Next**

File a Motion:

[02-12345 Mark Siarvilvrk and Joe Smoetmite](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: y Judge: HJB
 Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Select the Party:

. [Creditor]

Aylward, Jillian Kindlund [Trustee]

Chrysler Credit Corporation, [Creditor]

Maarkarkrk, Mark [Defendant]

Maavoadovid, David B. [Defendant]

Rodolakis, Stephan M. [Trustee]

Rodolakis, Stephan M. [Cross Defendant]

Siarvilvrk, Mark [Debtor]

[Add/Create New Party](#)

Step 7 Browse and attach your Application to Pay Filing Fee in Installments and Click Next.

File a Motion:

[02-12345 Mark Siarvilvrk and Joe Smoetmite](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: y Judge: HJB
 Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Filename

H:\Attorney Training Files\Aplc to Emplo

Attachments to Document: No Yes

Step 8 Final text. Proofread this screen carefully and click **Next**.

File a Motion:

[02-12345 Mark Siarvilvrk and Joe Smoetmite](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: y Judge: HJB
 Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

Docket Text: Final Text
Application to Pay Filing Fee in Installments filed by Debtor Mark Siarvilvrk (Love, A)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

Note: This is your final opportunity to review the docket text. Click the browser **Back** button at the top of the screen to return to the needed screen to make corrections or click on Bankruptcy and start over.

Clicking **Next** commits the transaction to the database and can no longer be modified by you.

Step 9 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

File a Motion:

[11-10007 Robert System](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: JNF Case Flag: DebtEd

**United States Bankruptcy Court
 District of Massachusetts TRAIN DATABASE**

Notice of Electronic Filing

The following transaction was received from M Murray entered on 3/13/2012 at 9:04 AM EDT and filed on 3/13/2012
 Case Name: Robert System
 Case Number: 11-10007
 Document Number: [8](#)

Docket Text:
 Application to Pay Filing Fee in Installments filed by Debtor Robert System (Murray, M)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\02-01-2006 Training Files\13 Plan.pdf
Electronic document Stamp:
 [STAMP bkccfStamp_ID=1021399670 [Date=3/13/2012] [FileNumber=173471-0]
 [26d2256fc4f2242bc7e608c04ba94f913eb97c4f96cba6afac40d8b6cf2ac1122ea7
 4659dccc0c2cf04a2fd4cd29006256ae39be8557ff65f89e11487b9e9896]]

11-10007 Notice will be electronically mailed to:

A Love on behalf of Debtor Robert System
 amber_love@mab.uscourts.gov

attorney - garity on behalf of Debtor Robert System
 eileen_garity@mab.uscourts.gov

11-10007 Notice will not be electronically mailed to:

Kathleen P. Dwyer
 Arditt & Morse, P. C.
 One Corporate Place